

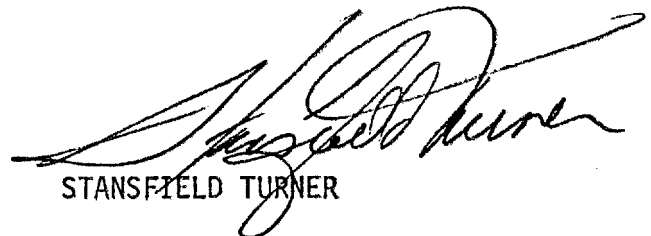
JUN 1961

MEMORANDUM FOR: Chairman, Executive Career Service
FROM: Director of Central Intelligence
SUBJECT: Promotion [REDACTED]

1. In keeping with the recent action taken by DCI Administrative Office to reestablish the position of the Director's principal secretary at a GS-13 level, I recommend [REDACTED] for immediate promotion from GS-11 to GS-12.

2. As principal secretary in the DCI's office, [REDACTED] oversees and coordinates the work of five secretaries and bears primary responsibility for carrying out all secretarial responsibilities for the DCI. In her capacity as senior secretary of the Agency, [REDACTED] sets standards of performance, cooperation and personal attitude to which all other secretarial professionals may aspire. Her skills are superb; she is unfailingly cooperative and attentive to the diverse needs and problems of those doing business with the Office of the DCI; and her personal demeanor is consistently unflappable in times of crisis and good humored. In short, [REDACTED] performance in every respect is superlative.

3. I completely concur with the DCI Administrative Office that the position of principal secretary to the Director merits a GS-13 slot. [REDACTED] performance in that position has earned her the respect and admiration of senior Agency officials and certainly warrants promotion to GS-12.


STANSFIELD TURNER